



Contract Administration Learning Path Courses FY22

Course Title	Date	Time	Location	Instructor(s)
Overview of Contract Administration	July 28, 2021	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	October 20, 2021	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	January 19, 2022	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	April 20, 2022	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Contract Compliance Programs	September 22, 2021	10 a.m. – Noon	Live Webinar	Grace Denno
Contract Compliance Programs	January 19, 2022	10 a.m. – Noon	Live Webinar	Grace Denno
Contract Compliance Programs	May 18, 2022	10 a.m. – Noon	Live Webinar	Grace Denno
Payment Processing	October 13, 2021	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Payment Processing	February 16, 2022	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Payment Processing	April 13, 2022	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Contract Drafting and Risk Management	August 17, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Drafting and Risk Management	December 21, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Drafting and Risk Management	April 19, 2022	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	November 11, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	February 16, 2022	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	May 3, 2022	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Grant Funded Contracting	January 19, 2022	10 a.m. – Noon	Live Webinar	Jeri Cauthorn

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- **Registration closes 24 hours in advance of the class. An Outlook email with a webinar link to join the class will be sent to participants prior to the class.**

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.